

DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT
(Executive Management)

MISSION:

To reduce and prevent blight, improve neighborhoods, develop economic opportunities, alleviate substandard housing, and increase the supply of affordable housing within the San Diego region.

AUTHORITY:

- (1) Code of Federal Regulations, Section 24.
- (2) State of California, Health and Safety Code, Sections 34200 et seq.
- (3) County of San Diego Charter, Article VII, Sections 700.
- (4) County of San Diego Administrative Code, Article XIIb, Sections 398-399.

GENERAL DUTIES AND RESPONSIBILITIES:

Provides leadership in establishing strategic direction for the Housing and Community Development Department, its programs, activities and services in accordance with the Board of Supervisors, the San Diego County Housing Authority, and the Chief Administrative Officer; plans, directs, organizes, coordinates, and evaluates the overall activities of the Housing and Community Development Department involved in developing economic opportunities and increasing affordable housing supply; directs the establishment and implementation of countywide policy and procedures concerning housing and community development; provides leadership, direction and guidance for the development and implementation of departmental plans, strategies, and programs related to housing, economic, industrial, and community development; ensures the compliance of departmental programs with Federal, State, and local laws, codes, and regulations; develops the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; conducts on-going program evaluation and identifies operational problems and formulates appropriate solutions and program enhancements; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities; gives public presentations to agency representatives and serves on multi-agency task forces; and supervises subordinate staff.

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of:

- Policy and procedure development and implementation related to regional housing and community development programs and processes.
- Federal, State, and local laws, codes, and regulations related to housing and community development.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, accounting, and organizational development.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of staff involved in housing, economic, industrial, and community development.
- Hire, manage, motivate and lead a diverse workforce.
- Direct the establishment and implementation of countywide policy and procedures related to housing and community development.
- Coordinate departmental services with other County departments, the public and private agencies.
- Ensure that departmental activities conform to Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Effectively operationalize strategic directives into programmatic initiatives that serve the residents of San Diego County.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at the time of appointment, which must be maintained throughout employment in this class, or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

